



Project Executive, Form

Do you want to invest your time and skills into making a meaningful contribution to purpose driven companies?

Here's an opportunity for you.

Our mission at Form is to equip leaders in the Digital, Creative and Technology (DCT) sector to build remarkable organisations. We're fortunate to work with 100's of companies globally to help them towards their goals.

As a team we combine generosity, clarity, trust and belief in people to leave people and places a little better than when we found them.

We're creating a new role in the team that supports the organisation across all fronts to make the greatest impact possible.

About you

You're a skilled organiser looking for the next opportunity to learn and contribute.

Being outcome focused means you're prepared to go above and beyond in a fast-paced environment.

You have a desire to work within a collaborative team and take pleasure from supporting the collective to succeed.

As an effective communicator you'll be able to build and maintain strong relationships.

Your attributes:

- Self-sufficient with excellent written, time management and organisational skills
- Unphased by changing priorities, demonstrating proactive initiative to solve problems
- Excellent relationship building skills - capable of building trust and rapport quickly
- Careful attention to detail while working at pace
- Approachable demeanour with excellent interpersonal skills
- Ambitious to learn and actively seek out opportunities to improve your skills
- Committed to and enthusiastic about making a real difference in people's lives and businesses



The role

You will coordinate and support project activities. Crucially requiring effective communication and management across multiple disciplines such as events, content marketing and product development.

You will work closely with the team to define key priorities and deliver outputs to a high standard.

What you'll be measured on:

- Accuracy and timely completion of tasks
- Ability to add value and support a broad range of Forms day-to-day activities
- Demonstrating high levels of initiative
- How you live out Form's values

Responsibilities:

- Deliver day-to-day team administration
- Coordinate and support the project activities
- Source venues, catering, entertainment and guest speakers
- Onsite support for the delivery of online and live events
- Organise and attend meetings where you will take and distribute minutes
- Prepare regular internal and external communication, including blogs and newsletters
- Attend client workshops as delivery support
- Build relationships with community focused companies to expand the value offering to DCT businesses and build connections across the ecosystem
- Work with marketing to support launches of programmes and campaigns



About Form

Form is a global strategy and leadership consultancy.

We create spaces where leaders and their organisations are transformed through ground-breaking content, unique experiences and inspirational environments.

We are privileged to be trusted partners by some of the most dynamic creative, digital and technology companies around the world, including Crema, Orcha and &us.

Our team is made up of smart and compassionate individuals who thrive on delivering transformational client experiences. We are all committed to doing our best work at Form, stretching ourselves and others in the process.

Our delivery includes running global innovation study trips to cities including Berlin, Copenhagen & NYC, designing and delivering large scale growth programmes, and bespoke Consultancy, all focused on creating growth and impact for our clients.

Practicalities

- **Reporting to:** The Project Executive will report directly to the Project Manager, but will work with the whole team across the business
- **Location:** North West
- **Contract Type:** Permanent, 5 days per week
- **Start Date:** November/December 2022

The package

- Market rate salary
- Company pension
- Professional development budget
- Flexible working day from home and our Liverpool studio
- A unique chance to shape the culture and future of Form

How to Apply

Please visit the website to apply - form.studio/careers - where you can upload a copy of your CV and a brief cover note/letter/video. Choose the format that suits you best and include:

1. A few interesting facts about you
2. Why you would be brilliant at the job
3. Your current salary

The closing date for applications is 9th Oct 2022.